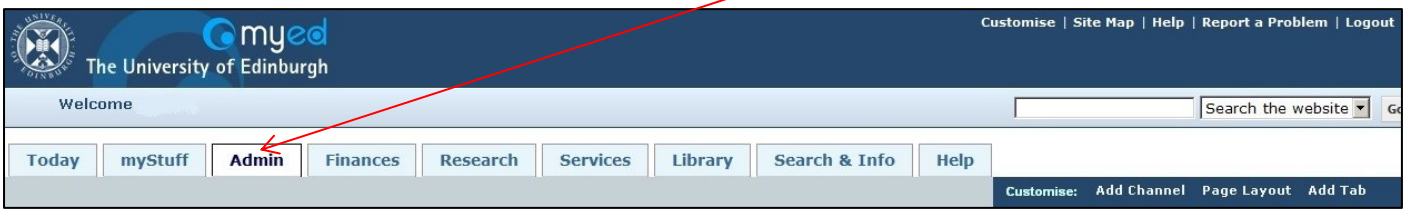
eRecruitment

Originator User Manual

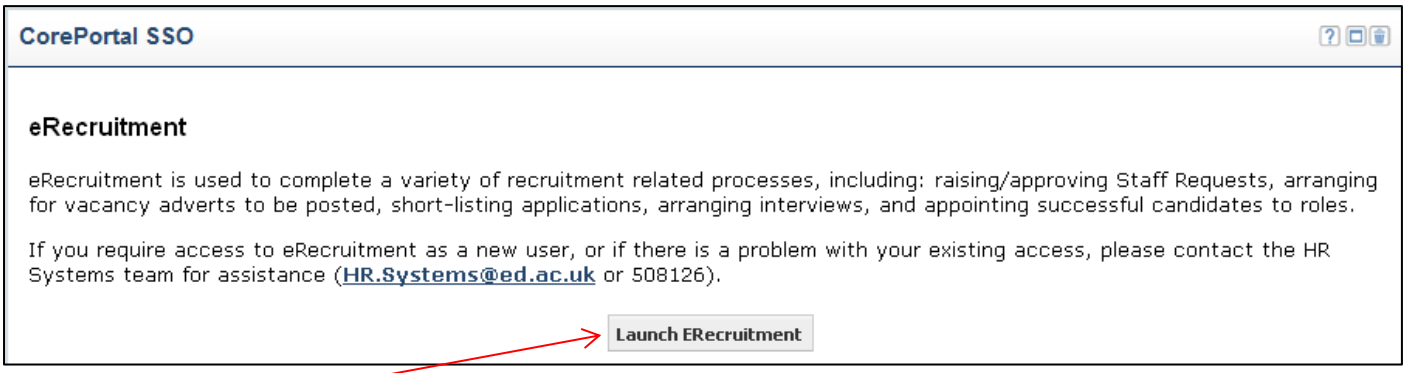
How to access the eRecruitment system 2
How to create a new Staff Request 4
How to complete fields within New Request screen 6
How to complete fields within Assign Cost Allocations section 9
How to attach a document to a Staff Request 10
How to complete fields within Advertising Details section 11
How to submit a completed Staff Request 12
How to access a Staff Request once it has been saved or submitted 13
How to view a submitted but not yet approved Staff Request 14
How to verify if a Staff Request has been converted to a Vacancy 16
How to view when and why a Staff Request has been rejected 18
How to search for a specific Staff Request 20
How to print a Staff Request 22
How to copy a Staff Request 24
How to exit eRecruitment 26

How to access the eRecruitment system

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab

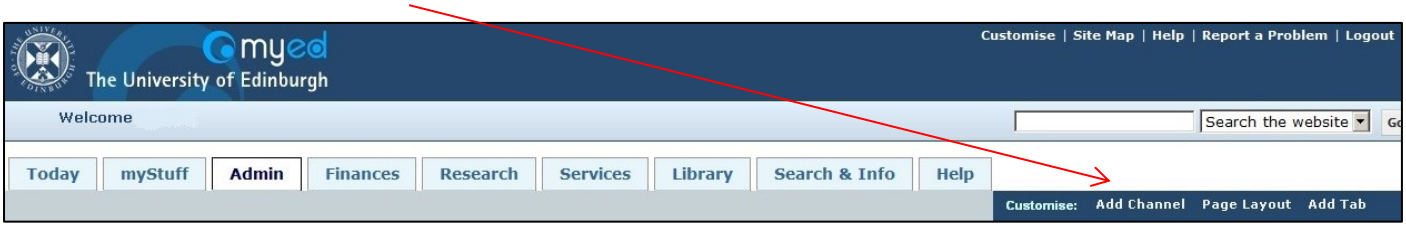


You will see various channels on this page and may automatically have the eRecruitment Channel loaded for you.


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

If you cannot see the eRecruitment Channel on your Admin page, then add the channel.
You can do this by clicking **Add a Channel** within the **Customise** bar

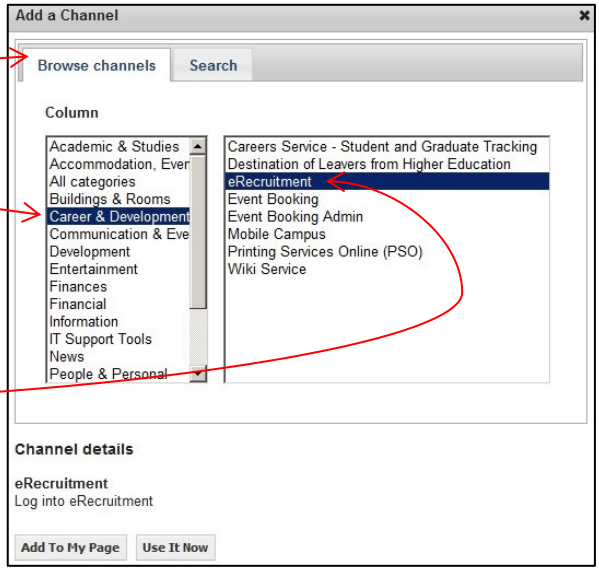


From the tab called **Browse Channels**

Choose **Career & Development**

Then choose **eRecruitment**

Then click the **Add to My Page** button

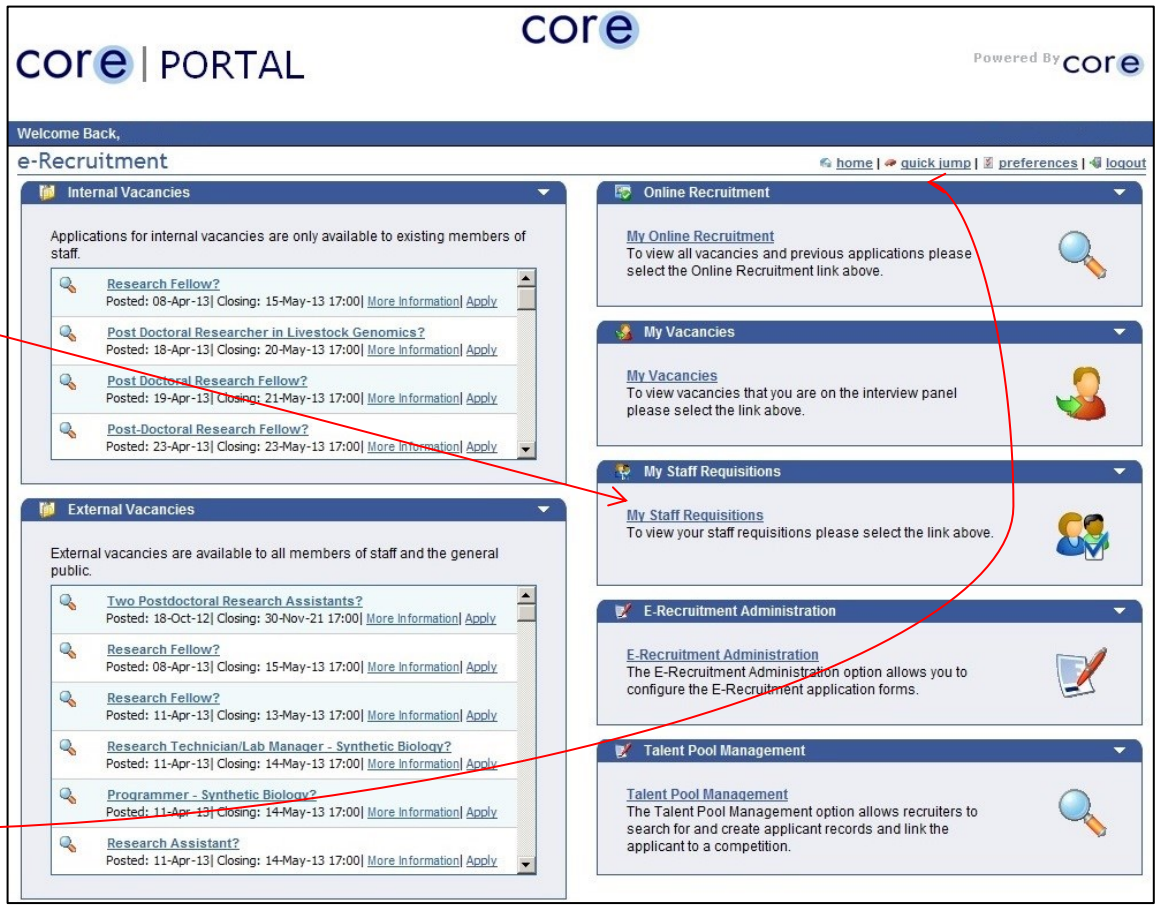


When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:

We refer to this screen as the Portal, where we initiate the process by way of a **Staff Requisition**.

For Originators, some of the work is completed in the **Back Office**.

To access the Back Office, you need to click on the **Quick Jump** link.


core | PORTAL
Powered By core
Welcome Back,
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Research Fellow? Posted: 08-Apr-13| Closing: 15-May-13 17:00| More Information| Apply
Post Doctoral Researcher in Livestock Genomics? Posted: 18-Apr-13| Closing: 20-May-13 17:00| More Information| Apply
Post Doctoral Research Fellow? Posted: 19-Apr-13| Closing: 21-May-13 17:00| More Information| Apply
Post-Doctoral Research Fellow? Posted: 23-Apr-13| Closing: 23-May-13 17:00| More Information| Apply
External Vacancies
External vacancies are available to all members of staff and the general public.
Two Postdoctoral Research Assistants? Posted: 18-Oct-12| Closing: 30-Nov-21 17:00| More Information| Apply
Research Fellow? Posted: 08-Apr-13| Closing: 15-May-13 17:00| More Information| Apply
Research Fellow? Posted: 11-Apr-13| Closing: 13-May-13 17:00| More Information| Apply
Research Technician/Lab Manager - Synthetic Biology? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Programmer - Synthetic Biology? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Research Assistant? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.
E-Recruitment Administration
E-Recruitment Administration
The E-Recruitment Administration option allows you to configure the E-Recruitment application forms.
Talent Pool Management
Talent Pool Management
The Talent Pool Management option allows recruiters to search for and create applicant records and link the applicant to a competition.

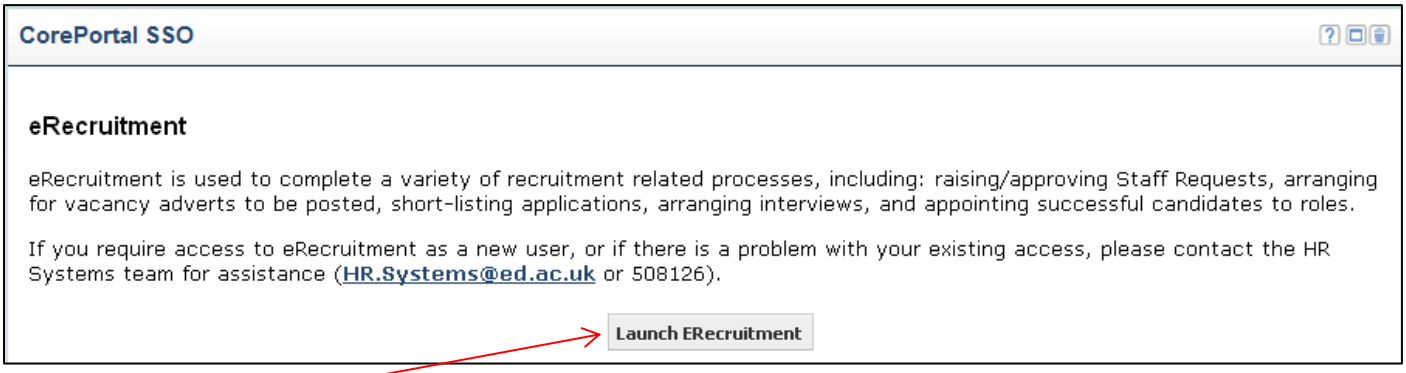
home | quick jump | preferences | logout
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

Click on Quick Jump

Then Core HR

How to create a new Staff Request

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

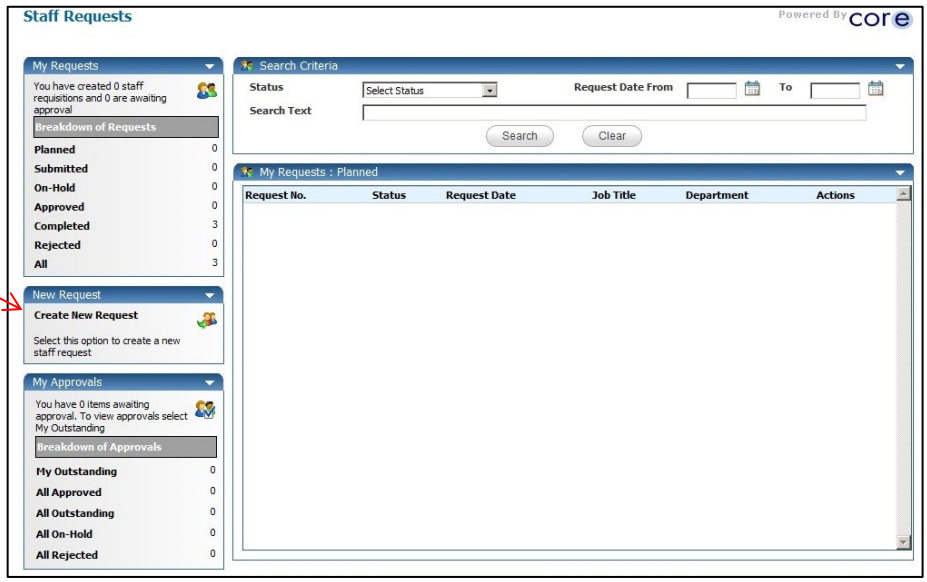
Click the **Launch ERecruitment** button to open the software.

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

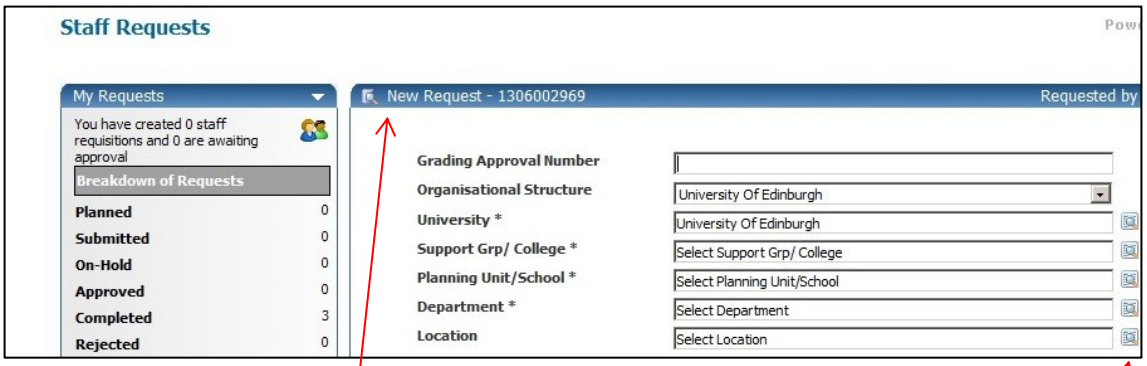
Click on **My Staff Requisitions**

An additional window will open.

Click on **Create New Request**



A new Staff Request will open.



The system issues a unique Staff Request (**New Request**) number for each Staff Request raised.

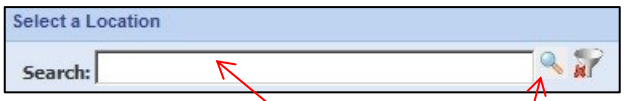
NB: It may be useful to take a note of this to identify your Staff Request at a later stage.

Complete each field of the Staff Request as appropriate. Please note that all fields marked with a [*****] are mandatory and must be completed in order to save and submit the Request for approval.

Please note that some of the details entered on the Staff Request will feed through to the vacancy advert.

Some of the fields within the Staff Request require you to select an item from a pick-list.

To do this, click on the **magnifying glass** icon.



Type the name (or part of the name) of the option you are looking for into the **Search box**

Then click on the magnifying glass

Alternatively, you can choose from a list if this is populated.

How to complete fields within New Request screen

Grading Approval Number

If the role is new (i.e. not a replacement), you will need to enter the **Grading Approval Number**. Otherwise, you can leave this field blank.

Organisational Structure

The **Organisational Structure** will always be defaulted to **University of Edinburgh**. You do not need to do anything with this field.

University

The **University** will always be defaulted to **University of Edinburgh**. You do not need to do anything with this field.

Support Group/College

Select the appropriate Support Group or College from the **Support Group/College** pick-list. You will then be able to select the appropriate Planning Unit/School from within that support group/college. Please note that the **Planning Unit/School** pick-list will only become available once you have selected an option from the **Support Group/College** pick-list.

Planning Unit/School and Department

Similarly, once you have selected an option from the **Planning Unit/School** pick-list, a list of departments within that planning unit/school will become available within the **Department** pick-list. Select the appropriate department.

Location

From the **Location** pick-list, select the location at which the role will be based (where the payslip will be sent).

Employment Type

From the **Employment Type** pick-list, select whether the vacancy is full or part time. For **HTBN** vacancies, select **Part Time** from this pick-list.

Employment Category

Select the appropriate employment category from the **Employment Category** pick-list
(Open Ended, Fixed Term, HTBN, HTBN Summer).

Position Type and Current/Previous Post Holder

From the **Position Type** pick-list, select whether the role is new or existing. If the role already exists, type the name of the current/previous post holder in the **Current/Previous Post Holder** field. If the role is new, please ensure that you have entered the **Grading Approval Number** (at the top of the Staff Request).

PVG Check

From the **PVG Check** pick-list, select the level of check required. If no check is required, select **Disclosure Is Not Required** from the list.

Personal Job Title
In the **Personal Job Title** field, enter the job title of the vacancy.

Advert Text
In the **Advert Text** field, type your advert text. Guidance on writing an advert can be found at: http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruitment-guide/methods/direct-recruitment.

Further Particulars
In the **Further Particulars** box, you will see a number of headings. These are the headings generally used within Further Particulars (job description, person specification, candidate information) and are here to remind you of the sections that you might wish to include for your vacancy. You can type text under the headings that you wish to use (and delete headings that you do not require) but it is recommended that you copy and paste text from a Word document. A Further Particulars template is available at: http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruitment-guide/further-particulars/drafting.
Please note that if your vacancy is not to be advertised, you can either leave the headings in or delete the headings and leave the field blank.

Vacancy Reason
From the **Vacancy Reason** pick-list, select the reason the vacancy has arisen.

Grade
Select the appropriate grade from the **Grade** pick-list.

Date Fields within the Staff Request
Date fields within the Staff Request must be completed in the format **DD/MM/YY**. You can either type the dates directly into the field or click on the **calendar** icon to the right of the field and select the correct date from the calendar (which will pop up when you click on the icon).

Request Date and Planned Start Date
Enter the **Request Date** (usually the date you are raising the Staff Request) and **Planned Start Date** (the approximate date that you would intend a successful candidate to start).

Fixed Term End Date, Fixed Term Duration and Fixed Term Reason
If the role is fixed-term, you will also need to enter the proposed **Fixed Term End Date**, **Fixed Term Duration** (just enter the number of months that the fixed-term contract will be for – there is no need to enter the word 'months' here) and select the appropriate reason from the **Fixed Term Reason** pick-list. For further details regarding reasons for use of Fixed Term contracts, please see:
http://www.docs.csg.ed.ac.uk/HumanResources/Policy/Fixed_Term_Contracts_Reasons.pdf

PRG Check Required? And PRG Number
From the **PRG Check Required?** pick-list, select whether or not the post requires PRG approval. If you select **Yes**, you will also need to complete the **PRG Number** field (further down the Staff Request).

Hours
Within the **Hours** field, enter the number of hours that the successful candidate will be required to work each week. Full time hours for the various types of contracts are as follows:

Type of Contract	Full Time Hours
UE	35
ACN2, AMN2	40
AC, AM	35
ACN, AMN, ACT, AMT	40
MC	36
MA	39
TR1	35

For **HTBN** or **HTBN Summer** vacancies, enter **0** in the **Hours** field.

Positions Required

Within the **Positions Required** field, specify the number of people to be appointed to the vacancy (whereas with the previous system you were required to raise a separate ATR for each vacancy even if they were identical, you now just need to stipulate at this point how many people can be appointed).

If your vacancy is within the College of Medicine and Veterinary Medicine

You must complete the **Honorary Contract** and **Clinical Access** fields in order to complete and submit **the Staff Request**. If your vacancy is within the **College of Medicine and Veterinary Medicine** but **Honorary Contract** and **Clinical Access** are not applicable to your specific vacancy, select **Not Applicable** from these pick-lists.

Advertising Requirements

Select the appropriate option from the **Advertising Requirements** pick-list. If your vacancy is not to be advertised, select either **Post is 6 months or less Ad not required** or **Post is not required to be advertised** (whichever applies most closely to your vacancy).

If **Post is Required to be Advertised** is selected, it will not be possible to submit the staff request until the advert text and the further particulars have been entered.

If **Post is 6 months or less Ad not required** or **Post is not required to be advertised is selected,** it will be possible to submit the staff request if the advert text and the further particulars have not been entered.

Guidance on advertising can be found at: http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruitment-guide/methods/direct-recruitment.

How to specify the number of referees required from each applicant

From the **Application Form** pick-list, select the application form that you wish the applicants for your vacancy to complete (depending upon the number of references that you require for each candidate).

Select **UoE Application Form 2 Ref** if you wish each applicant to provide details of **2 referees**, **UoE Application Form 3 Ref** if you wish each applicant to provide details of **3 referees**, **UoE Application Form 4 Ref** if you wish each applicant to provide details of **4 referees** and **UoE Application Form 5 Ref** if you wish each applicant to provide details of **5 referees**.

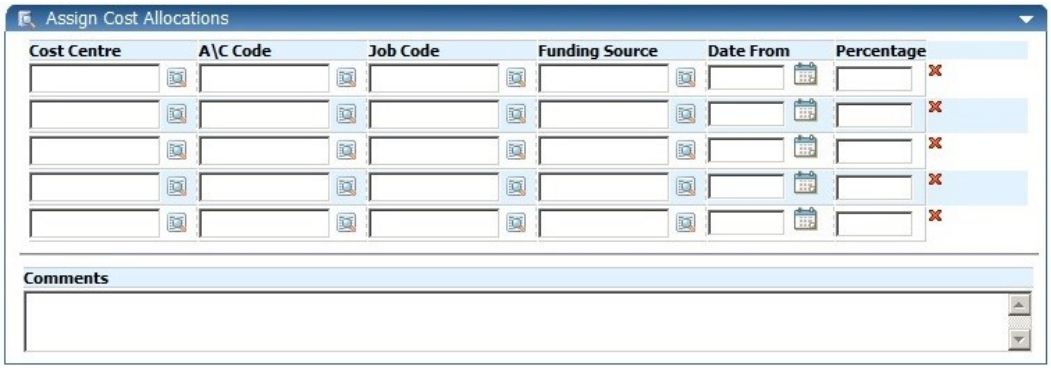
Click on the **Save** button at the bottom of the Staff Request (if any mandatory fields have not been completed, you will be notified at this stage) and then **OK**.

The second part of the Staff Request will then appear further down the screen. Scroll down, and complete each field as appropriate.

How to complete fields within Assign Cost Allocations section

Within the **Assign Cost Allocations** box, enter the appropriate details relating to where the successful candidate's salary will be charged to. You must complete each of the fields in this section.

NB: You do not need to enter anything in the **Comments** box within the **Assign Cost Allocations** section.



To select a cost centre (as with the **Cost Centre** field in the first part of the Staff Request) click on the **magnifying glass** icon and then type the cost centre (or letters/numbers contained in the cost centre) in the **Search** box. You will need to enter at least 2 numbers/letters in order for appropriate items to display. Next, click on the small **magnifying glass** to the right of the **Search** box and a list of cost centres containing the numbers/letters you entered will display. Select the correct cost centre.

You will need to do the same to complete the **A\C Code**, **Job Code** (once you have clicked on the magnifying glass icon you will need to wait for the box to display **Select Job Code** (at the top) before typing anything in the **Search** box), and **Funding Source** fields.

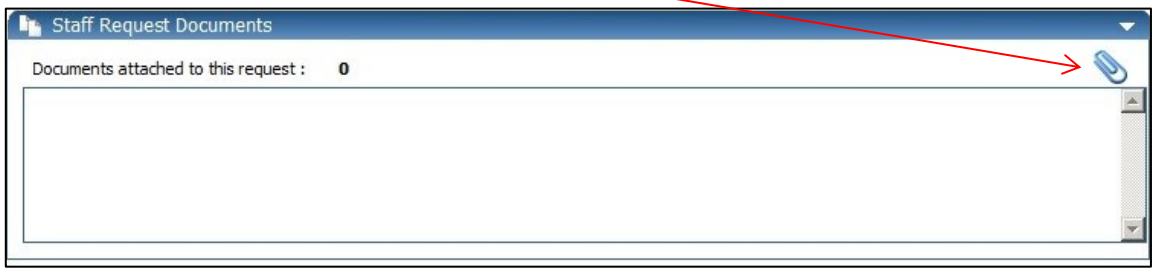
In the **Date From** field, enter today's date (the date on which you are raising the Staff Request). Again, dates should be entered in the format **DD/MM/YY**. Alternatively, you can click on the **calendar** icon and then select the correct date.

It is possible to split the salary cost allocations but you will need to ensure that figures entered in the **Percentage** column add up to **100**.

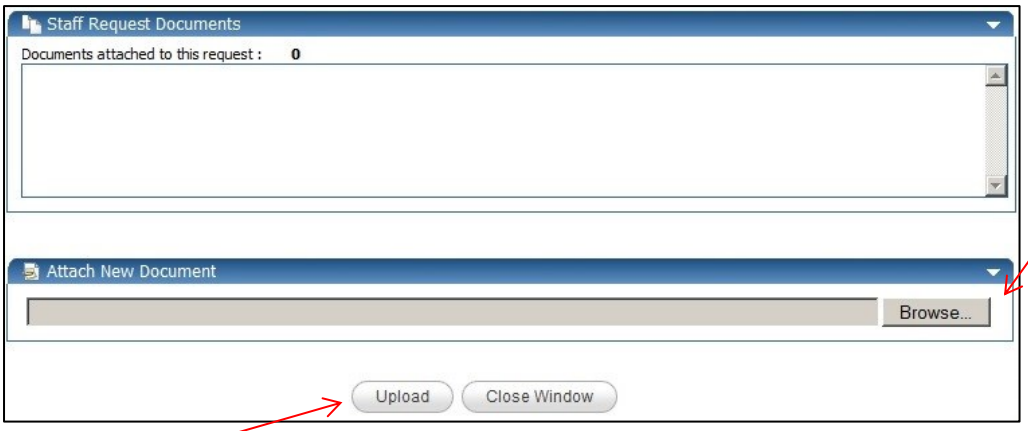
How to attach a document to a Staff Request

The **Staff Request Documents** section can be used to upload any appropriate documents. Approvers and HR will be able to view these documents when they approve/authorise the vacancy.

To attach a document, click on the blue **paperclip** icon within the **Staff Request Documents** box.



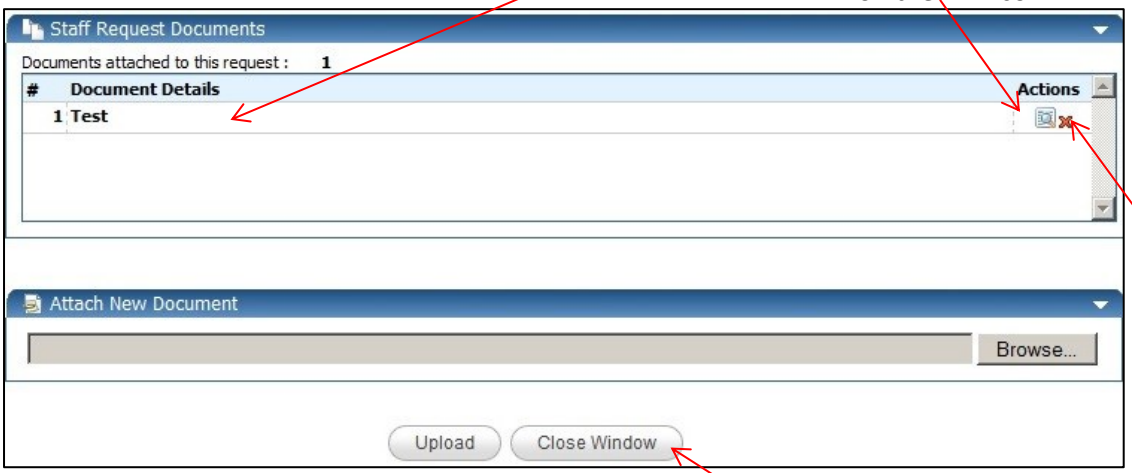
A separate window will open.



Click **Browse**, find and select your document and then click **Open**.

Click **Upload** and details of your document will appear in the **Staff Request Documents** section of the screen once the upload has taken place.

To view your document, click on the icon



To delete your document, click on the icon

To continue with the rest of the Staff request, click on the **Close Window** button

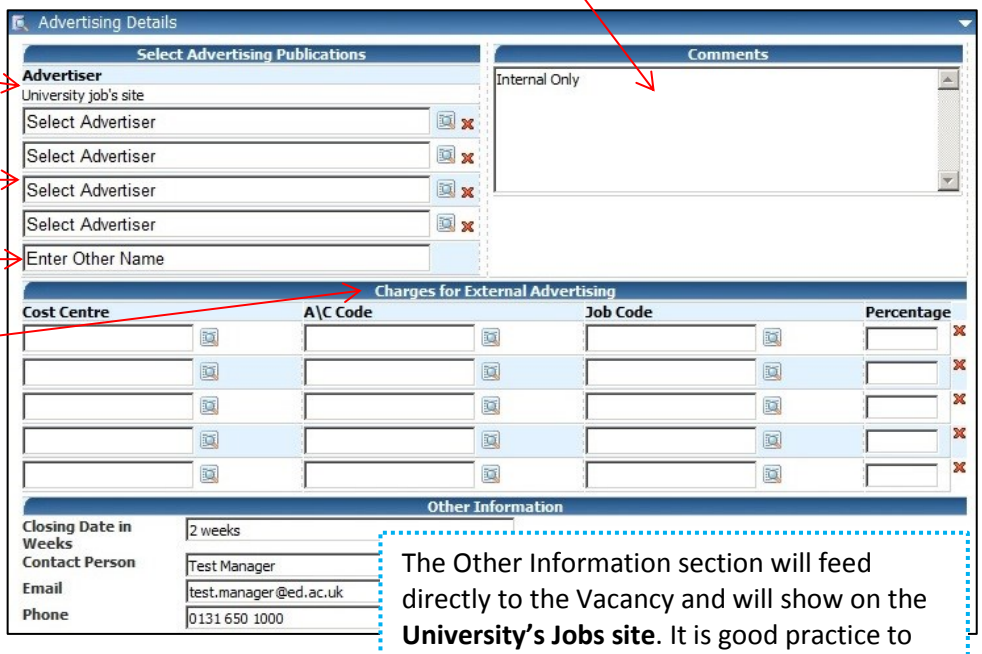
How to complete fields within Advertising Details section

If your vacancy is not to be advertised at all, you do not need to do anything within the **Advertising Details** section.

For vacancies which are **Internal Only**

The **University's Jobs site** www.vacancies.ed.ac.uk is chosen automatically by default.

The Originator will need to type **Internal Only** in the **Comments** section



- **Select Advertiser**
- **Enter Other Name**
- **Charges for External Advertising**

These are all for External Advertising and you do not need to do anything if the vacancy is Internal Only

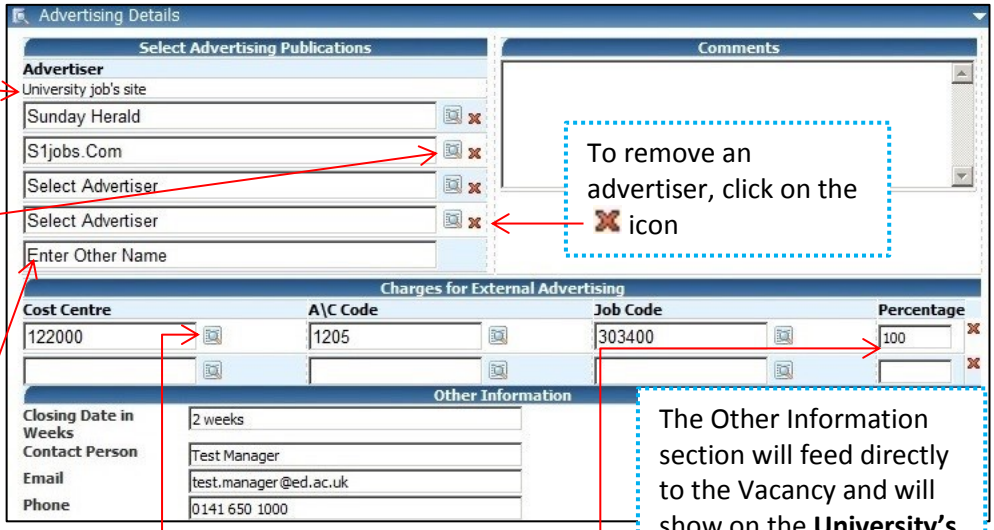
The Other Information section will feed directly to the Vacancy and will show on the **University's Jobs site**. It is good practice to complete all the fields. **NB:** Details of the Contact Person may be passed to applicants.

For vacancies which are **External and Internal**

The **University's Jobs site** www.vacancies.ed.ac.uk is chosen automatically by default.

A vacancy can be advertised by an external source. Choose from a list by clicking on the icon. You can choose more than one external source.

If you cannot find the external agency on the list, type **the name in this field**



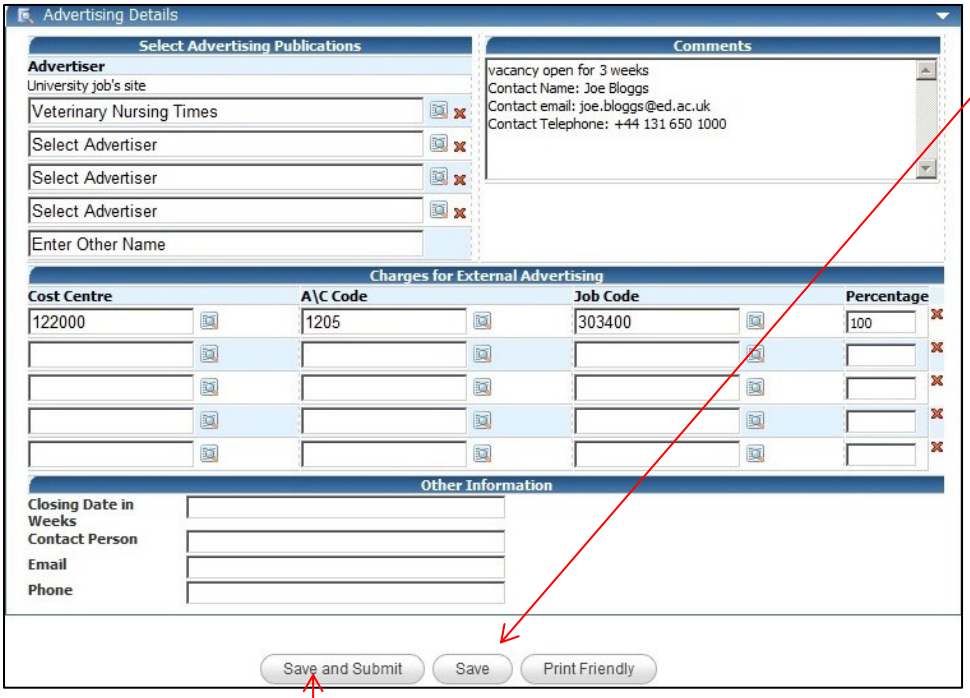
Click on the icon to search for the correct **Cost Centre**, **A\C Code** and **Job Code** details. You will need to ensure that figures within the **Percentage** column add up to **100** in order to save and submit the Staff Request. To remove a line of charge detail, click on the red **X** to the right of the row you wish to remove.

The Other Information section will feed directly to the Vacancy and will show on the **University's Jobs site**. It is good practice to complete all the fields. **NB:** Details of the Contact Person may be passed to applicants.

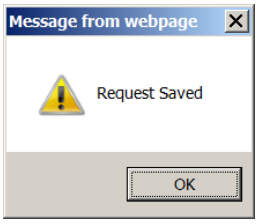
If the successful candidate's salary is not being charged to the University or you have selected more than one external source from the **Select Advertising Publications** section, you will need to complete all fields within **Charges for External Advertising**.

How to submit a completed Staff Request

When you have entered all the details for the request, you can either save the staff request and return to this in the future. Alternatively, you can save your staff request and submit this at the same time.

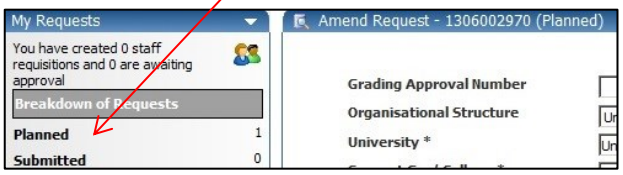


If you click on the **Save** button, then click the **OK** button on the confirmation message

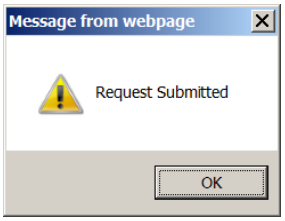


Then you are returned to the top of the page.

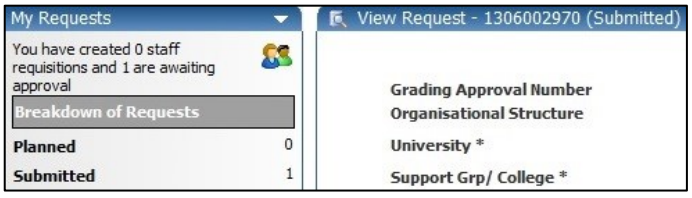
Your staff request is then held in your **Planned** requests until it is submitted.



If you click on the **Save and Submit** button, then click the **OK** button on the confirmation message

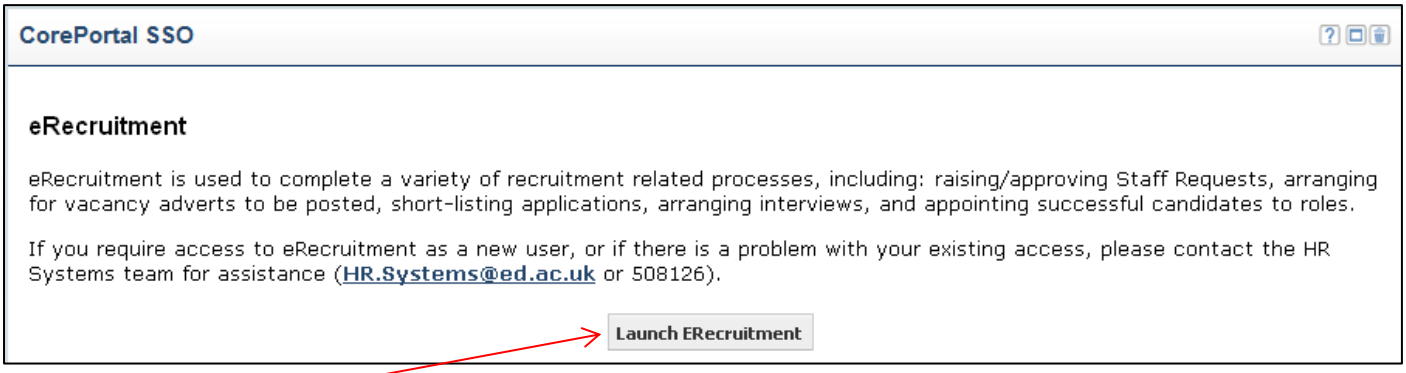


Your staff request is now sent to the approver and will move from your planned requests to your **Submitted** requests.



How to access a Staff Request once it has been saved or submitted

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

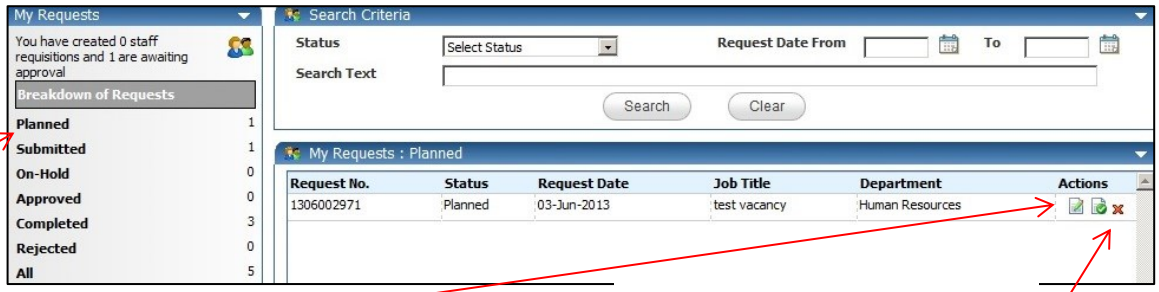
Click the **Launch ERecruitment** button to open the software.

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

After clicking on My Staff Requisitions, the default screen will be **My Requests: Planned**
If you have any staff requests that have been started and not yet submitted, then they will show in this screen

If for any reason these do not display automatically, click on **Planned**



To view / edit your staff request, click the icon.
The Staff Request will then open and you will be able to view/ edit as required.

To delete a Staff Request which is partially completed or yet to be submitted, then click the icon.

Click **OK** and then **OK** again.

How to view a submitted but not yet approved Staff Request

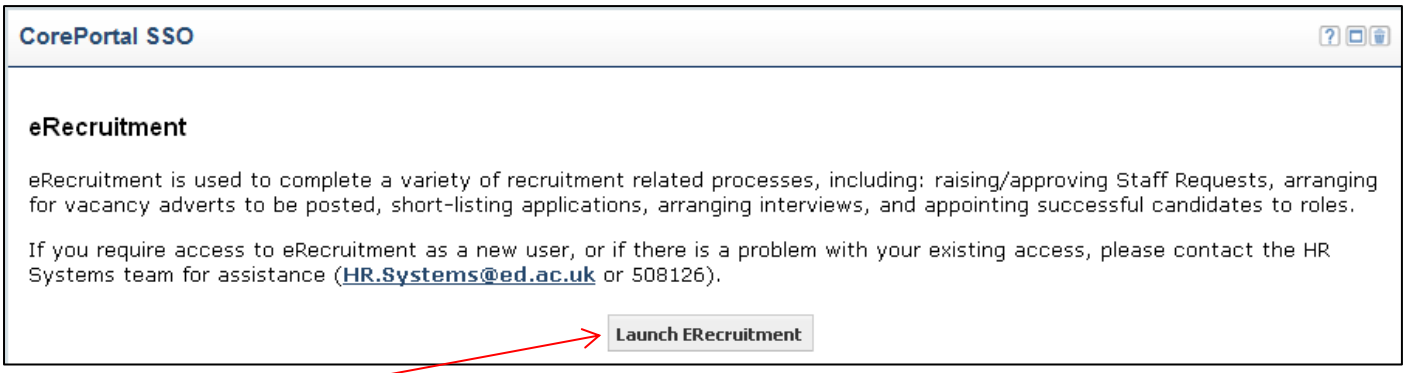
Once a Staff Request has been submitted, a system generated email is sent to the 1st Approver advising a staff request requires their approval.

Once the 1st Approver has approved the Staff Request, a system generated email is sent to the 2nd Approver, advising a staff request requires their approval.

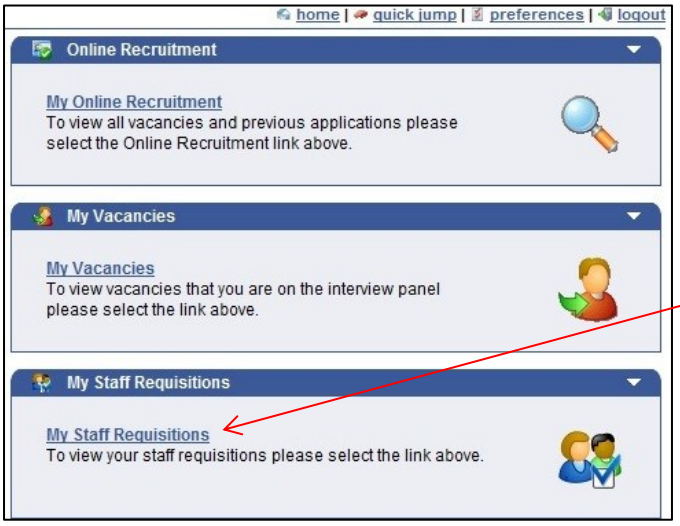
After a Staff Request has been approved by both Approvers, the Originator will receive a system generated email advising the request is approved and Local HR will contact the Originator with a Vacancy ID number. Similarly, if an Approver rejects the Request, the Originator will receive a system generated email advising request has been denied.

It is possible to view but not edit a submitted Staff Request. If you want to edit a Staff Request, it would be best to make a copy of the request. Edit the copied request and then submit.

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.


home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

Click on **Submitted**

click on the icon

Scroll to the bottom of the request where you will find the Approval History section.
Within this section, the Originator can view comments and check where in the approval process the Staff Request.

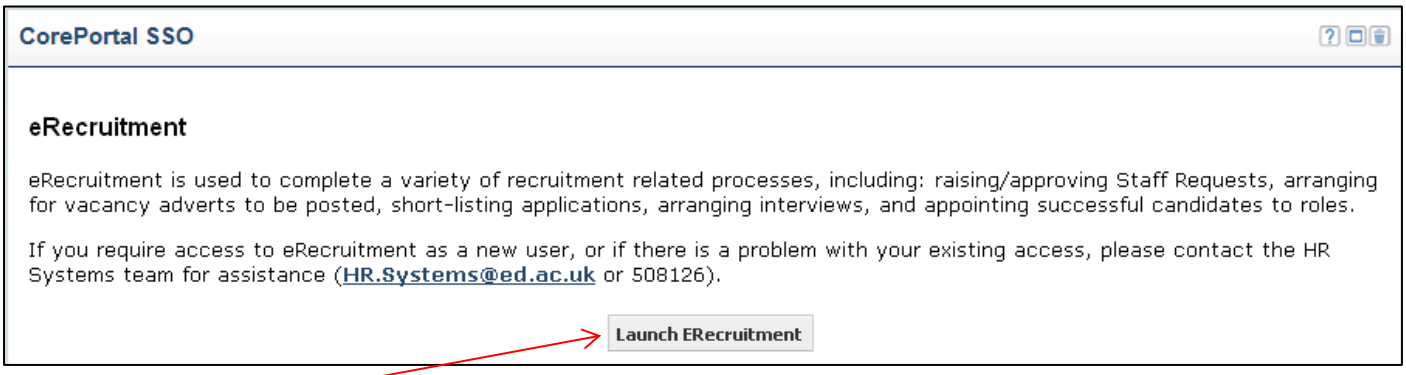
You can see in this instance, the 1st Approver is not approved.

How to verify if a Staff Request has been converted to a Vacancy

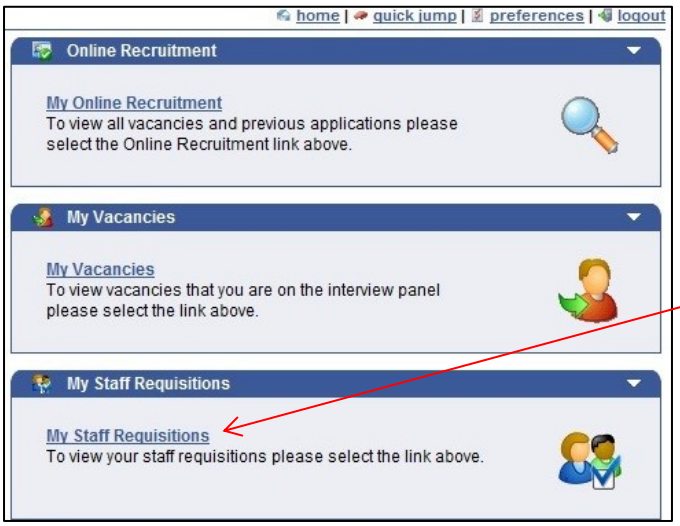
After a Staff Request has been approved by both Approvers, the HR Systems team create the Vacancy ID. A system generated email is sent to Local HR with the Vacancy ID. Local HR will then advise the Originator with the newly created Vacancy ID. Please allow up to 2 working days for this to part of the process.

The Originator will receive a system generated email to advise the staff request has been approved.
However, the Originator can also view the progress to see if the Staff Request has been converted to a vacancy.

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.


home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

My Requests
You have created 0 staff requisitions and 0 are awaiting approval
Breakdown of Requests
Planned 0
Submitted 0
On-Hold 0
Approved 0
Completed 4
Rejected 0
All 4
Search Criteria
Status
Select Status
Request Date From
To
Search Text
Search
Clear
My Requests : Complete
Request No. | Status | Request Date | Job Title | Department | Actions
1304002752 | Complete | 18-Apr-2013 | HR System Assistant | Dcc
1304002735 | Complete | 25-Apr-2013 | HR System Assistant | Human Resources
1305002791 | Complete | 01-May-2013 | Test Vacancy | Human Resources
1306002970 | Complete | 03-Jun-2013 | Test Vacancy | Human Resources

Click on Completed

Then click on the icon.

The Staff Request will open.

Scroll to the bottom of the Staff Request and you can view the Approval History.

If the Approval History is showing **Complete**, it means the staff request has been approved and the Vacancy ID has been created.

Approval History (Complete)
Status | Action By | Date/Time | Comments
Submitted | THE ORIGINATOR | 03-Jun-2013 02:15:53
Approved | 1ST APPROVER | 03-Jun-2013 04:35:48
Approved | 2ND APPROVER | 03-Jun-2013 04:36:42

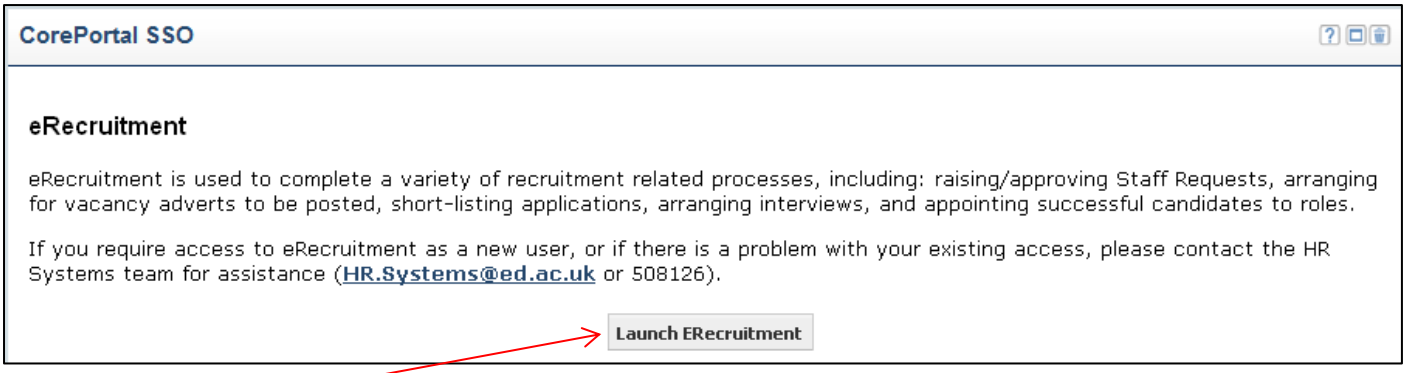
If your Staff Request is sitting in the **My Requests: Approved**, this would indicate the Staff Request has been approved, but the Vacancy ID has not been created.

How to view when and why a Staff Request has been rejected

If a Staff Request is rejected, the Originator will be sent a system generated email advising the Staff Request has been not been approved.

To view the rejected Staff Request:

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab

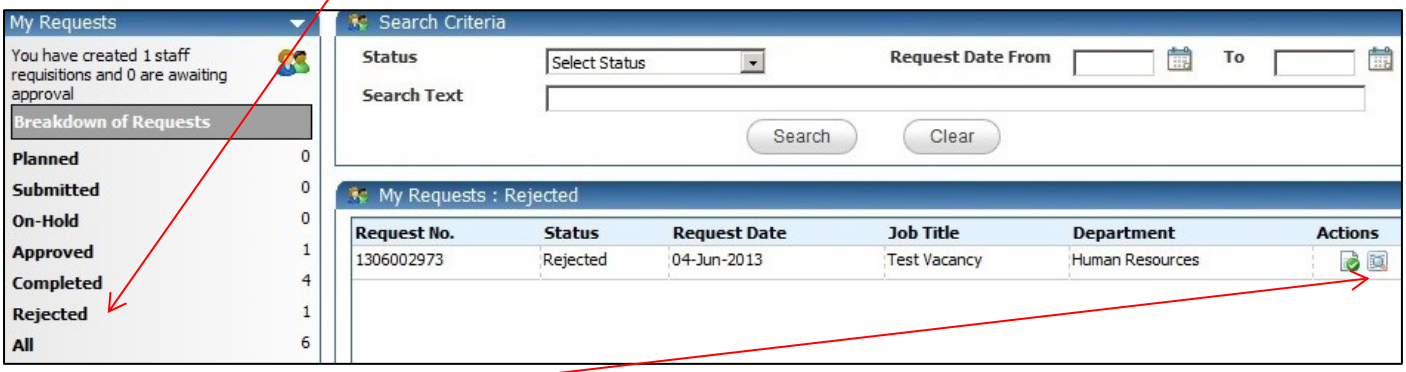

CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

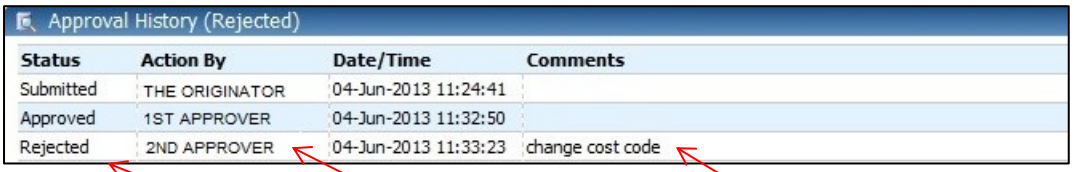
Click on **My Requests: Rejected** to view the rejected vacancy.



Then click on the icon.

The rejected staff request will open in a new window.

Scroll to the bottom to see which approver rejected the request and what the reason was.



The status shows rejected

Which Approver rejected

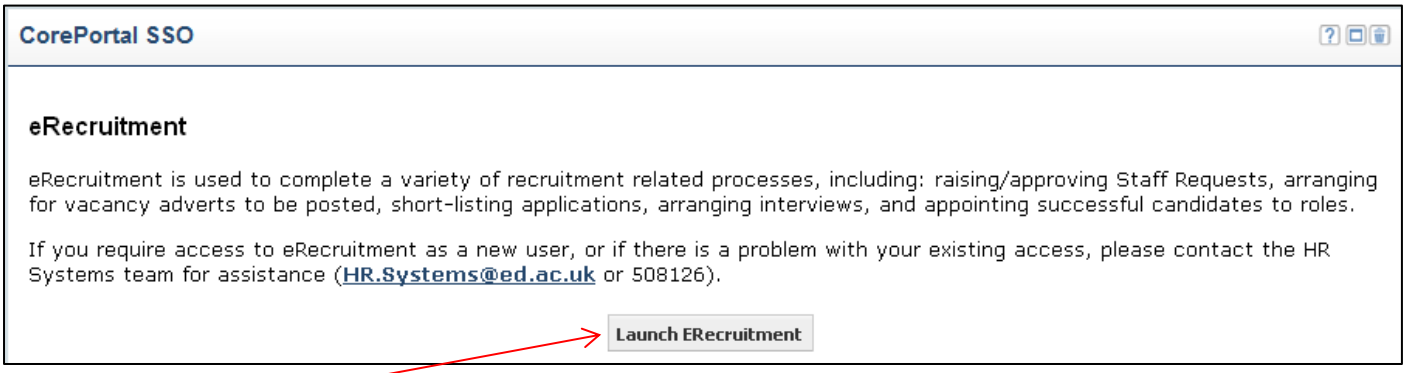
Why it was rejected

If an Approver has rejected a Staff Request and has provided feedback on required amendments, the Originator can copy the rejected Staff Request, then amend the copied staff request and submit. The rejected staff request would just stay in the **My Requests: Rejected** section for historical purposes.

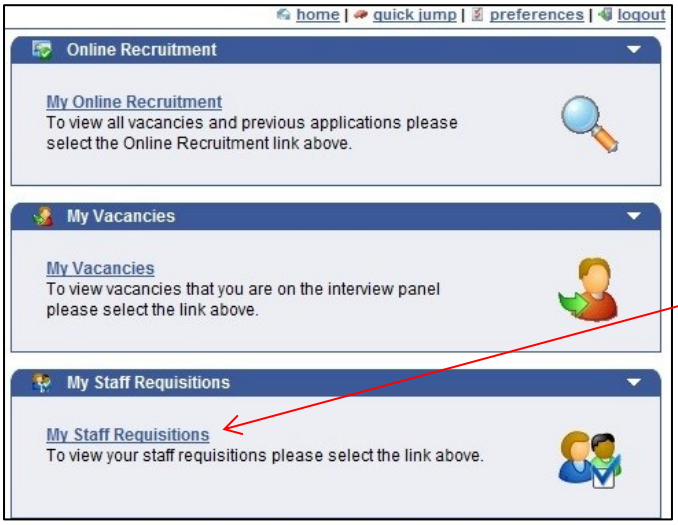
How to search for a specific Staff Request

You can use the Search Criteria box at the top of the screen to find a particular Staff Request or category of Staff Requests if you know which status they fall under.

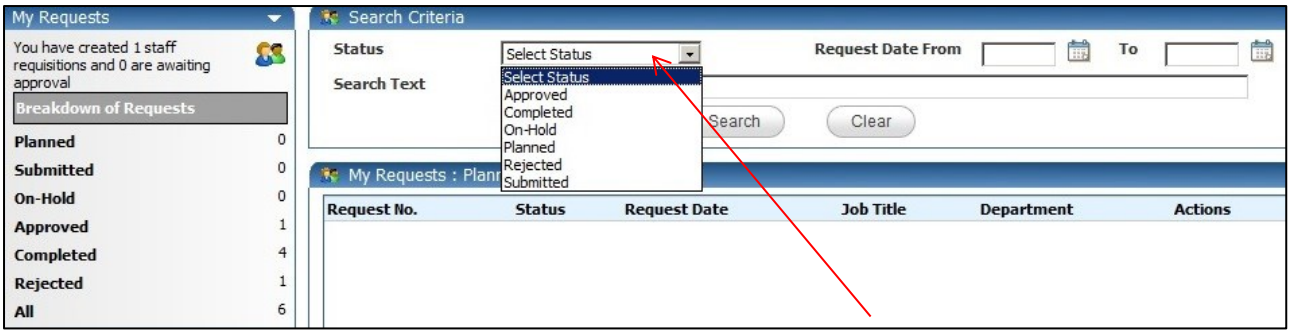
Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.


home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

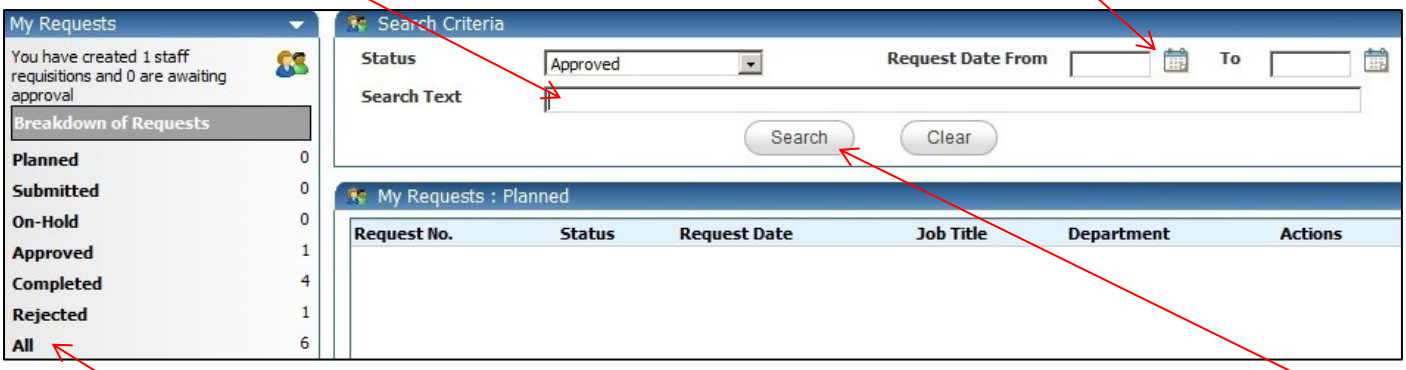


Select a status from the drop down list

You must always select a status in order to use the **Search Criteria** facility.

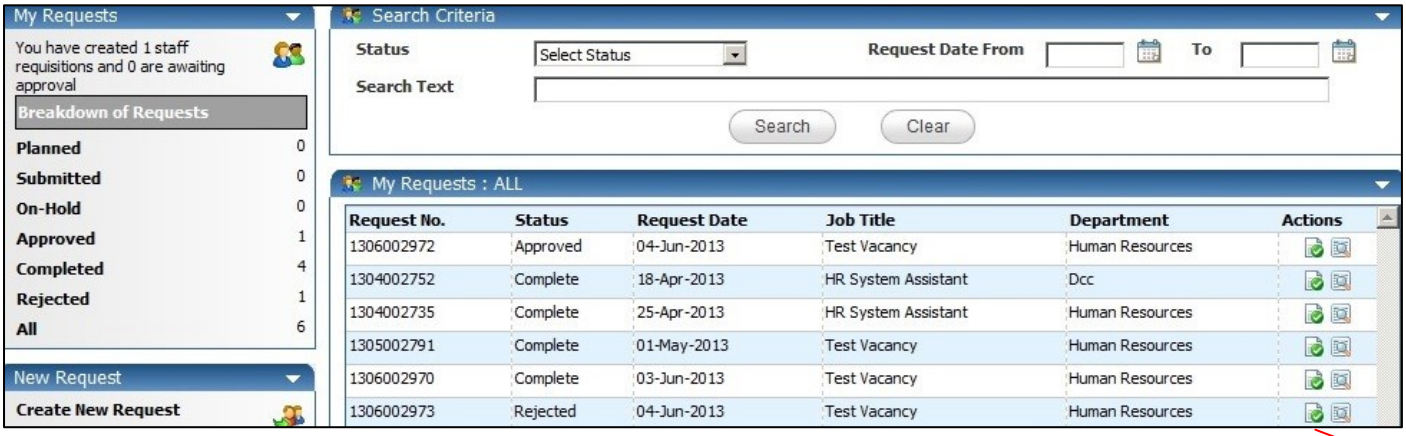
After the status is selected, you can search by keyword. If you know the Staff Request number, type this in the **Search Text** box.

As well as using keyword search, you can search by using a date range. Type the date in dd/mm/yy format, or click the icon to pick from the calendar.



Once you have entered your search criteria, click Search.

Alternatively, click on **All**.

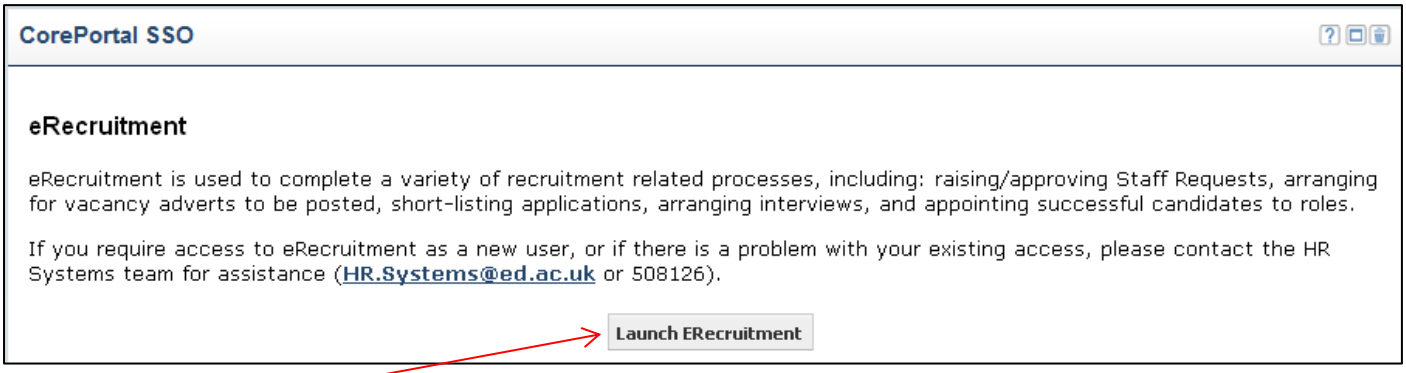


This will list all of your Staff Requests regardless of their status.

You can scroll up and down to find your vacancy and the click the icon to view the request.

How to print a Staff Request

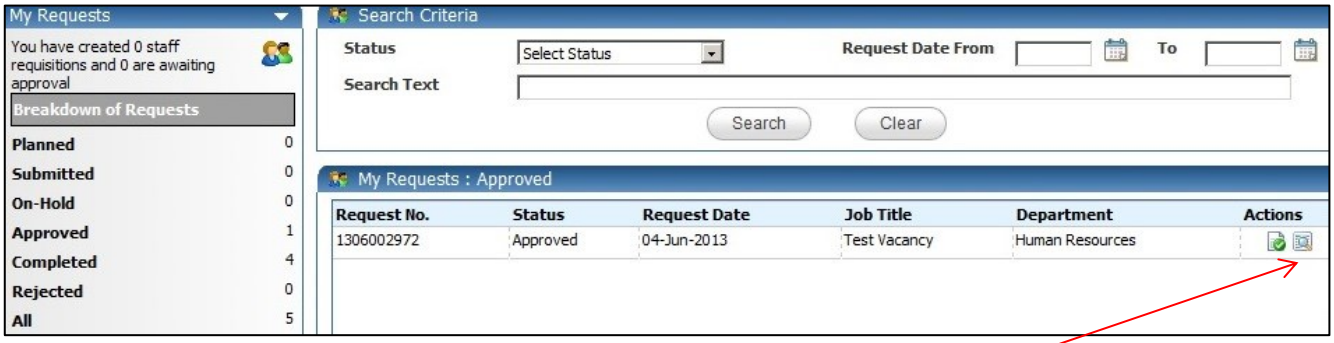
Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

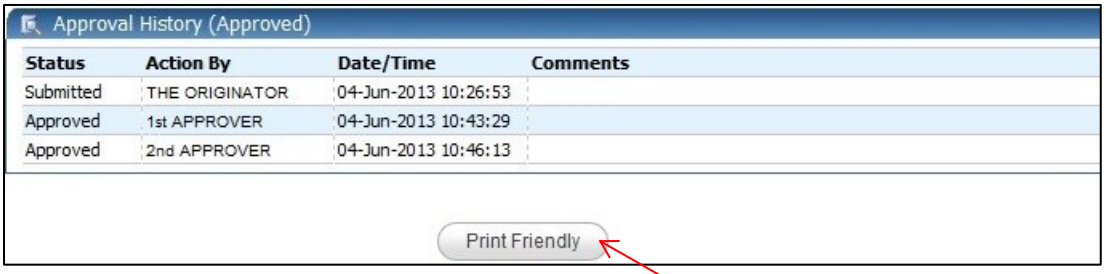
home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**



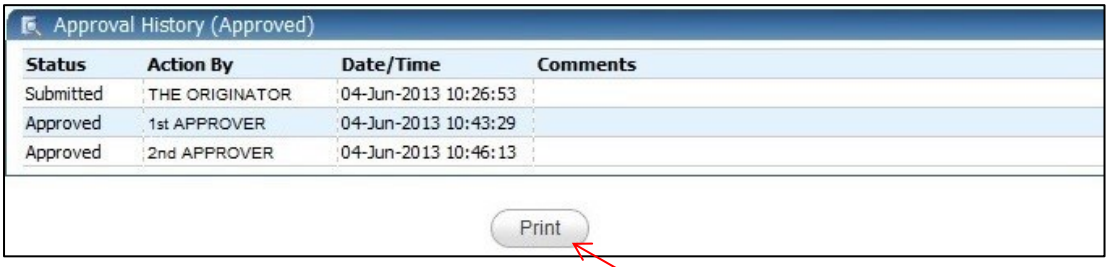
Open your staff request by clicking on the icon.

Scroll to the bottom of the staff request.



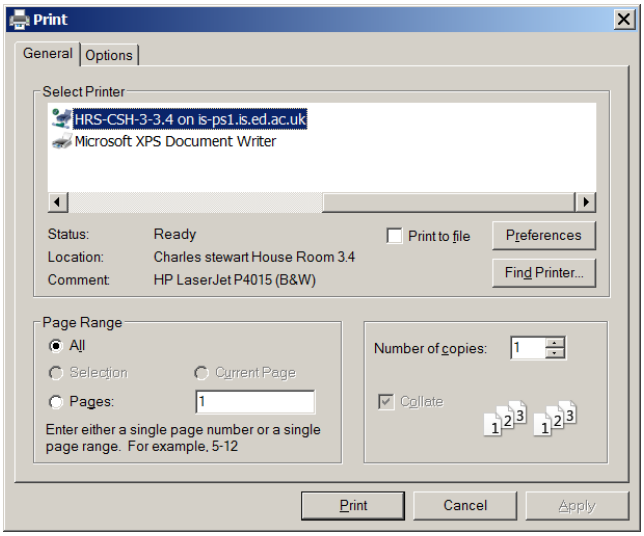
Click the Print Friendly button

A new window will open showing the Staff Request.
Scroll to the bottom of the opened window.



Click the Print button

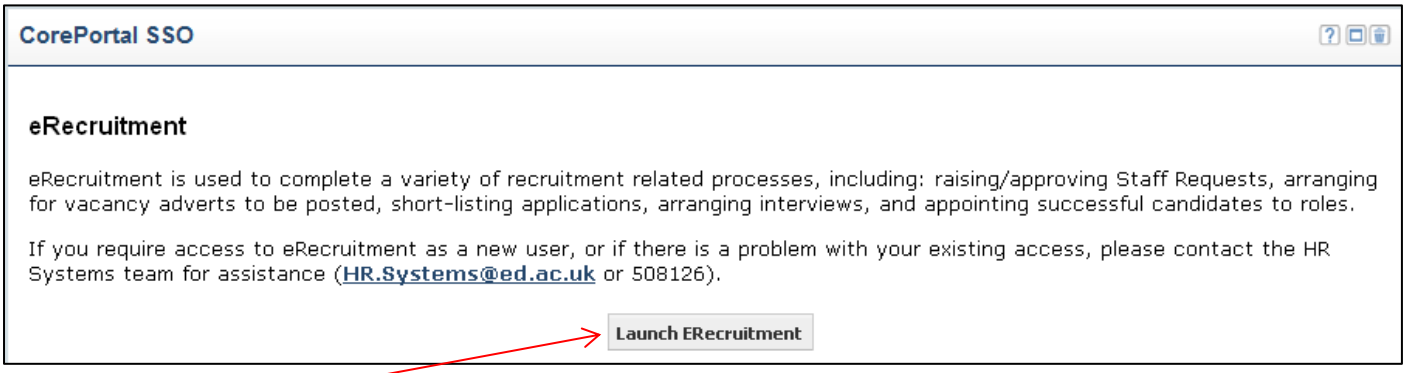
This will open the print window to allow you to choose which printer you want to print to.



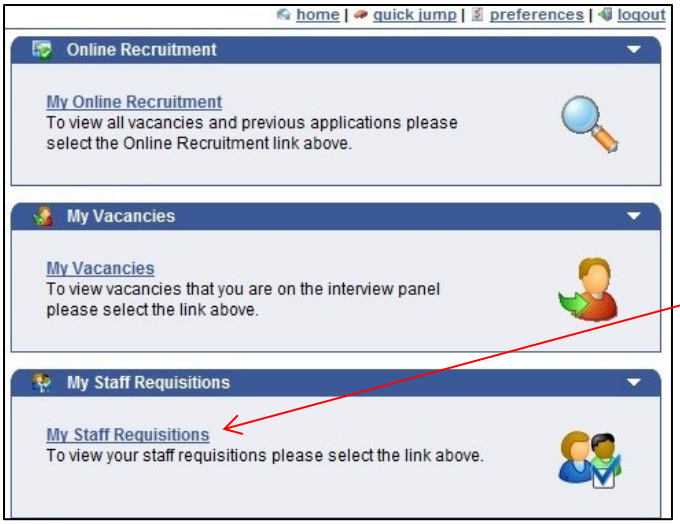
How to copy a Staff Request

A Staff Request can be copied from an existing Staff Request.
Additionally, if an Approver has rejected a Staff Request, and has provided feedback on amendments that need to be made, the Originator can copy the rejected Staff Request and submit the amended copy

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab

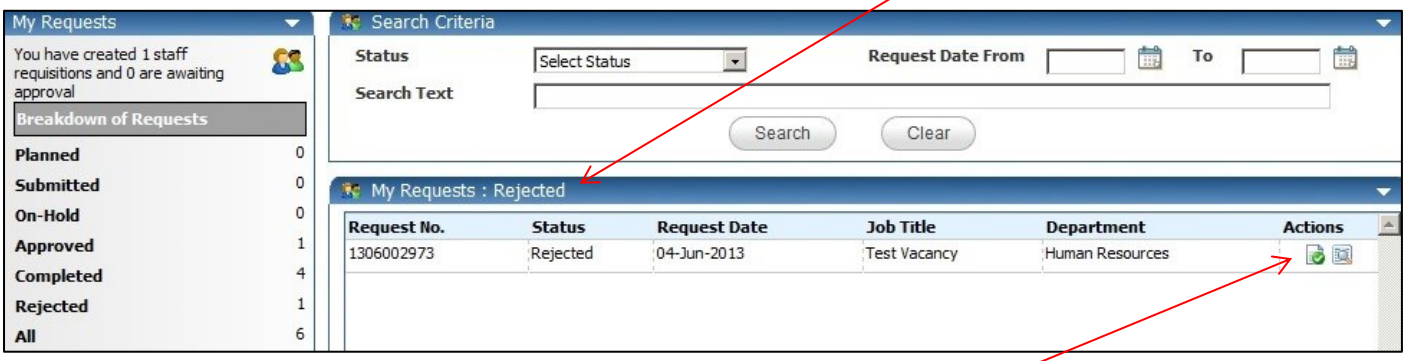

CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

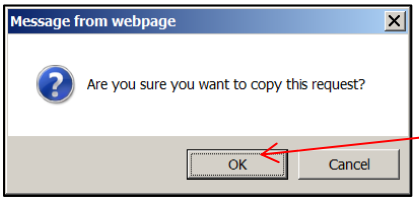

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

In this instance, we are looking at a rejected staff request in the **My Requests: Rejected** section



Copy the staff request by clicking on the icon.

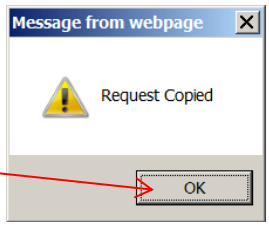


A confirmation message will appear.

Click **OK**.

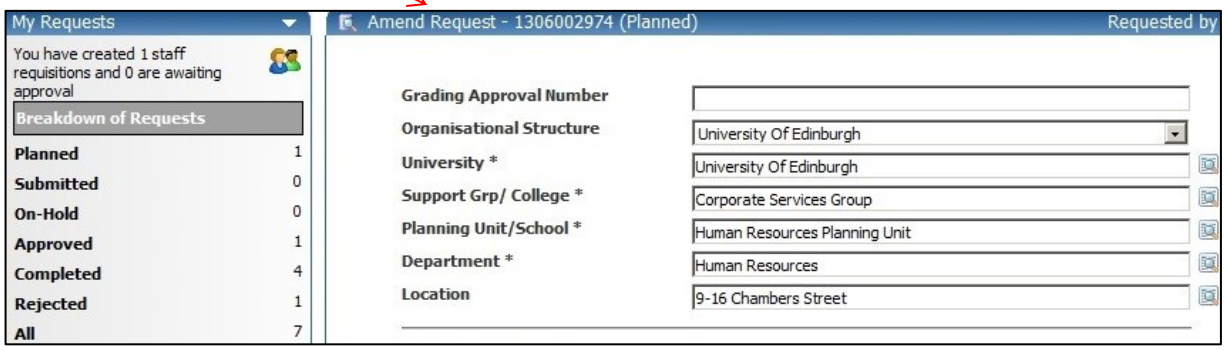
The action is complete.

Click **OK**.



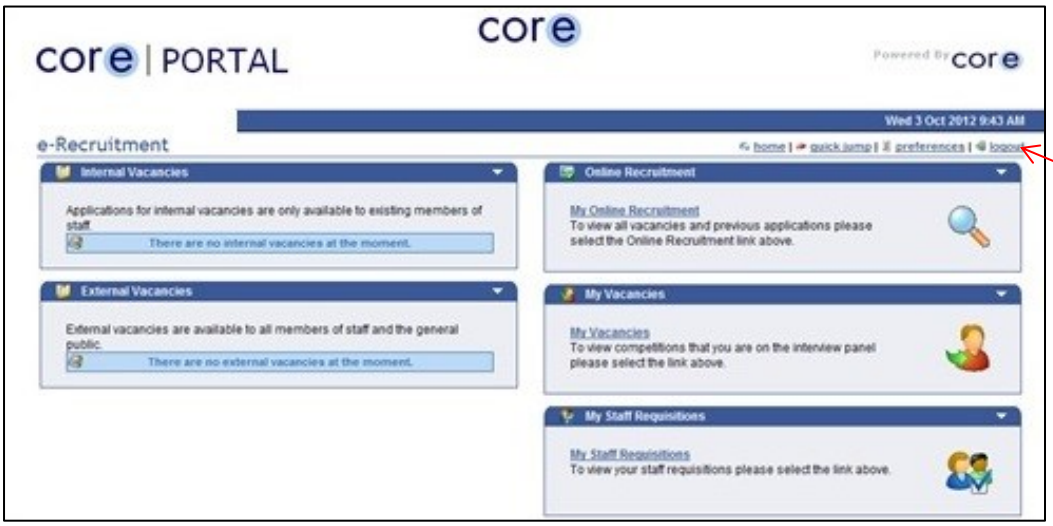
Wait for 10 – 15 seconds until the new staff request which has all the same details as the rejected staff request is generated and loaded on your screen.

The new staff request will show as **Amend Request** and have a new staff request number.



The new staff request will be held in your **My Requests: Planned** section.
NB: Please scroll to bottom of screen and save your changes.

How to exit eRecruitment


core | PORTAL
core
Powered By core
Wed 3 Oct 2012 9:43 AM
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff
There are no internal vacancies at the moment.
External Vacancies
External vacancies are available to all members of staff and the general public.
There are no external vacancies at the moment.
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view competitions that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **Logout**